



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **TRAVEL AND PROCUREMENT ASSISTANT**
VACANCY NUMBER: **003-2010-TPA**
SALARY: **\$51,630 to \$62,467.** Salary will be determined based on position-related experience, professional accomplishments, and relevant education.
POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)
DUTY LOCATION: Washington, DC
WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens
PROMOTION POTENTIAL: Yes
CLOSING DATE: **May 19, 2010**
CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION: The USCC was established by Congress to monitor, investigate, and report to Congress annually on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission is comprised of 12 Commissioners appointed by the leadership of Congress and is tasked with holding hearings, conducting research, and annually reporting to Congress its findings and recommendations for legislative and administrative actions.

JOB SUMMARY:

Under the supervision of the Associate Director performs the following duties and responsibilities:

Travel

- A. Makes travel arrangements for field hearings and foreign trips, including preparing comprehensive cost estimates; identifying, reserving, and contracting flights, hotels, hearing facilities and ground travel; arranging visas; and, processing travel reimbursement requests and travel vouchers.
- B. Manages and keeps detailed records for the SmartBenefits transit-transportation subsidy program.

Procurement

- A. Determines purchasing options that are consistent with Commission policies and procedures.
- B. Obtains competitive pricing quotes when competitive procurement is required or chosen.
- C. Drafts, obtains approval, and issues requests for proposals (RFPs) for procuring goods and services.
- D. Drafts Commission Interagency Agreements, service contracts and work orders for approval by the Commission's Contracting Officer.
- E. Provides administrative and operational guidance and support for posting Requests for Proposals adhering to Commission rules, policies and procedural requirements.
- F. Confirms receipt of all procured goods and services, and certifies satisfactory completion for processing invoices for payments.
- G. Maintains official records, and is responsible for closing out agreements and certifying all terms and conditions have been met prior to approval of invoice and requisitions for services and goods.
- H. Maintains current knowledge of USCC's procurement and contracting procedures and recommends revisions needed to improve consistency or efficiency in accordance with applicable rules, policies and procedures.

Facility Management

- A. Reports maintenance problems and ensures fulfillment of contractual obligations for the USCC; maintains and updates inventory of all USCC furniture, furnishings, equipment and warranties; arranges for appropriate disposition of surplus and obsolete furniture and equipment; and, ensures availability of necessary office related supplies.
- B. Supports contractors providing IT services as required. Prepares service work orders for approval in accordance with service agreements and requirements. Maintains calendar and reminders for all regular maintenance and services and ensures the IT system contractor performs necessary maintenance.

General

- A. Performs other duties as assigned by the Associate Director, the Executive Director, and/or Commissioners.

KEY Qualifications/Requirements:

- 1) Experience working administrative issues in a small dynamic Congressional or Legislative Branch setting.
- 2) Knowledge of and ability to understand and apply applicable federal and USCC travel regulations, policies, and procedures.
- 3) Knowledge of basic procurement and contracting administration principles, policies, practices, and procedures; working knowledge of contract types, methods and techniques.
- 4) Knowledge of analytical techniques including the ability to gather, compile, and analyze information, draw conclusions and prepare reports, develop recommendations from findings, and reconcile and/or resolve problems that might arise
- 5) Demonstrable ability to work effectively as a member of a team and present information clearly and concisely – orally and in writing.
- 6) U.S. Citizenship. – When applying include date of citizenship if naturalized.

Desirable Qualifications: [Not required, but may be considered in the selection process.]:

- a) Experience maintaining office inventories and working facilities management issues in non-Federal leased office space.
- b) Experience preparing and processing domestic and foreign travel vouchers for reimbursement
- c) Experience making foreign travel arrangements for official delegations and working with State Department and U.S. Embassy personnel.
- d) Basic understanding of IT systems and good computer software skills, especially in Microsoft Office applications such as Word, Excel and PowerPoint; experience maintaining databases.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Your application package must include:

1) Cover letter, to include:

- I. Position Title
- II. Vacancy Number
- III. Brief Statement Outlining Your Interest in the USCC and this Position

- IV. Concise, Point-By-Point Responses to ALL KEY Qualifications/Requirements (1 through 6) and Desirable Qualifications (a through d) listed above
- V. Your Salary Requirements and/or Salary History

2) Professional Resume

(chronological work history [starting with the most recent position held], education [including degrees and dates attained], etc.)

NOTE: All the information requested above must be received by midnight on the closing date or your application will not be considered.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

Applicants not selected for further consideration will be notified via email when the position is filled.

OTHER IMPORTANT INFORMATION:

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:
<http://www.uscc.gov/jobopportunities.php>